

Mississippi State Board of Public Accountancy
Online CPE Reporting Compliance Period Ending June 30, 2014
(Final Reporting Deadline is October 31, 2014)

You **must** log on through the MSBPA website using your Board File Number, which was sent to you by Board letter in June 2014. If you lost that letter, please call the Board office at 601-354-7291 and ask for your file number. The secure logon link or **URL of the MSBPA CPE Portal** can be accessed by clicking here:

<https://www.msbpa.apps.its.ms.gov/cpe>

Instructions for Online CPE Reporting

1. Click the secure logon link or URL of the MSBPA CPE Portal listed above.
2. At the **“CPA-Login”** screen, enter your **Board file number**, CPA license number, and your first and last name. Then click on the “Submit” button.
3. The **“Exemptions”** page then opens: A) If you passed the last part of the CPA Exam between July 1, 2013, and June 30, 2014, and you hold an active CPA license, check the box by that exemption; B) If your primary employment is in another state and you hold an active CPA license there, check the box by that exemption, and email a copy of your other state’s CPE Reporting Form to compliance@msbpa.ms.gov C) If neither “A” or “B” apply to you, then click on “Save and continue” at the bottom of the page.
4. The **“Classes”** page then opens: You will enter the requested information for each CPE class that you attended (between July 1, 2013, and June 30, 2014) by clicking on the “Add Class” button and entering the information. After the information for each class is entered, you will click on the “Submit” button, which will take you back to the “Classes” page. You will then click again on “Add Class” to add additional classes. After you have entered all of the classes that you attended, you must click on the “Save and continue” button, located at the bottom of the page. (NOTE: Licensees who selected the “Other state” exemption do not have to add classes, and may just “Save and continue”; Licensees who selected the “New CPA” exemption” need to add all CPE classes that they attended.)
5. The **“Hours Carried In”** page then opens: You must enter the total CPE hours carried in from prior reporting periods in the box indicated. If you do not have CPE hours carried in, then enter a “0” (zero) in the box. Then click on the “Save and continue” button.
6. The **“Review and Submit”** page then opens: If you need to go back and add hours, or correct an entry, click on the “Back” button at the bottom of the page. If your reported hours are correct, then **you must check the affirmation box** at the bottom of the page. Before you submit your completed CPE Report to the Board, you may want to print a copy by clicking on the “Print” button. Lastly, click on the “Submit” button at the bottom of the page to complete the reporting process.

Reporting Due Date

Your online CPE Reporting at the Mississippi State Board of Public Accountancy CPE Portal was due on or before August 1, 2014. **Discipline Cases will be opened on all licensees who failed to complete the MSBPA Online CPE Reporting Form by October 31, 2014.** If you have a deficit, go ahead and complete the online CPE report, reporting the hours you did earn by June 30, 2014. Then call the Board office and ask for help with your CPE deficit problem.

Continuing Professional Education Requirements

The CPE compliance requirement for the twelve months ending June 30, 2014, is a minimum forty (40) CPE credit hours. Only twenty (20) hours of CPE credit hours carried-in may be applied to the forty hour requirement. The other 20 hours must be earned in the current compliance period ("20 hour minimum rule"). Chapter 4 of the Rules and Regulations and the Board's website provide complete CPE compliance information.

Ethics CPE: Four (4) CPE credit hours in Ethics, Professional Conduct, Public Accountancy Law and Regulations [ethics] must be earned and reported for the triennial period July 1, 2013, through June 30, 2016. A minimum of one (1) of these ethics CPE credit hours must be in the Mississippi Public Accountancy Law, Rules and Regulations.

These ethics CPE credit hours must be Board approved in order for a CPA to retain the credit. Any ethics hours previously reported to the Board as ethics CPE is deemed used and will not count toward hours carried-in to 2014. Ethics CPE, earned in the current period, but not approved by the Board, will not satisfy your ethics CPE requirement. In order to have hours qualify as ethics CPE, an approval request should be submitted to the Board by either the CPE sponsor or the individual CPA.

The Application for CPE Program Approval can be found at this link:

<http://www.msbpa.ms.gov/Documents/Application%20for%20CPE%20Approval.pdf>

The Board's listing of approved **ethics** CPE programs for the triennial period July 1, 2013, through June 30, 2016, can be found at this link:

http://www.msbpa.ms.gov/Documents/2014%20to%202016%20Approved_Ethics_Courses.pdf

In accordance the Board Rules and Regulations, a CPA will not be permitted to register a license if not in compliance with the CPE requirements. In addition, a CPA must report CPE to the Board online even if the number reported is zero. A blank online CPE reporting form will be interpreted as zero CPE credit hours. Please be aware that a CPA who fails to complete and report the minimum CPE credit hours accrued during the applicable reporting period could be subject to Trial Board disciplinary action.

Contact Information

Please call the Board office: if you have any questions about online CPE reporting; or if you need to get your Board file number; or if you have a CPE deficit; or if you have any question about CPE compliance.

Telephone: 601-354-7320, or 601-354-7291

Email: email@msbpa.ms.gov , or compliance@msbpa.ms.gov